

REPORT FROM: HEAD OF ECONOMIC GROWTH

TO: WEST CRAVEN COMMITTEE

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AREA COMMITTEE BUDGET 2023/24

PURPOSE OF REPORT

To advise members on the Committee's 2023/24 area committee budget.

RECOMMENDATIONS

- (1) That members note that only the schemes listed in Appendices 1, 2, 3, 4 and 5 have agreed funding.
- (2) That members note that electorate area allocations are shown on separate tables underneath Appendices 1, 2, 3, 4 and 5.
- (3) That members consider the bids at paragraphs 8 and 9.

REASONS FOR RECOMMENDATIONS

To enable the area committee budget to be allocated efficiently and effectively.

ISSUE

Unspent 2022/23 Funds Carried Forward

1. This is £22,815 (£3,827 plus £18,988), which is under the permitted cap of one year's budget (ie £31,490).

Uncommitted Balance from 2022/23

2. This is £0.
 - Barnoldswick balance: £0.
 - Earby and Coates balance: £0.

Allocation for 2023/24

3. This is £31,490 split by electorate as requested. This is:
 - Barnoldswick allocation £15,880.41.
 - Earby allocation £7,872.50.
 - Coates allocation £4,140.94.
 - Kelbrook & Sough allocation £1,857.90.
 - Salterforth allocation £1,738.25.

Effective Allocation for 2023/24

4. £31,490.

Commitments for 2023/24

5. These total £6,912 (see Appendices 1, 2, 3, 4 and 5 for a detailed breakdown).
 - Barnoldswick commitments: £5,000.
 - Earby and Coates commitments: £1,062.
 - Coates commitments: £0.
 - Kelbrook & Sough commitments: £850.
 - Salterforth commitments: £0.

Balance for 2023/24

6. This is £24,578.
 - Barnoldswick balance: £10,880.41.
 - Earby balance: £6,810.50.
 - Coates balance: £4,140.94.
 - Kelbrook & Sough balance: £1,007.90.
 - Salterforth balance: £1,738.25.

Financial Advice

7. The budget carry forward is capped at a maximum of one year's budget, ie £31,490. If the Committee has more than £31,490 unspent at the end of the year, it will need to use the following year's budget to make good the difference. See Financial Implications below.

Please refer to the financial implications section of this report. Bids for new funding should be submitted on the usual forms (Form A for internal bids and Form B for external bids) in order that members can evaluate them on a consistent basis.

New/Deferred Bids

8. **Kelbrook & Sough Village Hall** – installation of solar panels – submitted by Philip Wood Secretary and Publicity Manger Kelbrook & Sough Village Hall – £440.
9. **Earby and Kelbrook Senior Citizen's Group** – new boiler – submitted by Earby and Kelbrook Senior Citizen's Group – £1,500 (deferred from the previous meeting).

Existing Allocations

Overspend – Additional Funding Required

10. None.

Underspend – De-allocate Funding

11. None.

Virements – Re-allocate Funding

12. None.

IMPLICATIONS

Policy: The area committee budget is required to be allocated and managed in accordance with the Council's Corporate Capital Strategy 2021/24.

Financial: At the Council meeting on 29 September 2022, councillors resolved to move the area committee capital programme budgets to revenue.

- The budget allocations for each committee remain the same.
- Applications no longer require sign off by Financial Services in order to proceed.
- Awards can be made for schemes which are either revenue or capital in nature so capital schemes can still be funded.
- Capital schemes may incur additional charges for internal services, eg Engineers' costs in delivering the scheme.
- Wherever possible, all payments should be made in the year of the budget award by 31 March.
- The cap on budget slippage still applies and any slippage will need to be agreed by the Council in line with Financial Regulations.
- No more than one year's worth of budget can be rolled forward into future years.

A list of good practice in the allocation of funding has been proposed by the Council's Director of Resources in order to assist members when considering the allocation of the budget. This list is as follows:

1. Allocate reasonable amounts to projects early to allow for effective planning and implementation.
2. Look for opportunities to maximise the effectiveness of the allocation through match funding.
3. Consider allowing some contingency for projects that may be presented during the year.
4. Try to avoid allocation of funds at the end of the financial year.
5. Consider the revenue consequences of capital schemes in terms of ongoing cost.

Legal: There are legal implications for a number of the proposals listed above in terms of necessary permissions, agreements and possible long-term liabilities and responsibilities.

Risk Management: The area committee budget is required to be allocated and managed in accordance with the Council's policies and procedures. The proper management of the programme is intended to minimise any exposure to unnecessary risk associated with the programme and the individual schemes within it.

Health and Safety: The implementation of the programme has associated risks in terms of health and safety. The Council is required to meet all relevant legal requirements for the effective management of health and safety risk and has policies and procedures in place to ensure health and safety standards are maintained.

Climate Change: Some of the schemes identified will encourage the reduction of carbon emissions such as traffic calming schemes and cycle facility provision.

Community Safety: A number of the schemes listed above have implications in terms of community safety. Wherever possible, the projects are managed in a way that enhances community safety.

Equality and Diversity: The area committee budget is required to be allocated and managed in accordance with the Council's policies and procedures, including those relating to equality and diversity.

APPENDICES

Appendix 1: Area Committee Budget Commitments for Barnoldswick 2023/24.

Appendix 2: Area Committee Budget Commitments for Earby 2023/24.

Appendix 3: Area Committee Budget Commitments for Coates 2023/24.

Appendix 4: Area Committee Budget Commitments for Kelbrook & Sough 2023/24.

Appendix 5: Area Committee Budget Commitments for Salterforth 2023/24.

Appendix 6: Bid from Kelbrook & Sough Village Hall – installation of solar panels.

Appendix 7: Bid from Earby & Kelbrook Senior Citizens – new boiler.

LIST OF BACKGROUND PAPERS

None.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
33	06/10/20 Pothole repairs at Letcliffe Park	D Walker (ES)	£440	£0	£440	£0	£440	Agreed with councillors to amend the scheme from Victory Park to Letcliffe Park
44	05/07/22 Dog waste/litter bins	J Lord (ES)	£600	£0	£600	£231	£369	Allocated by Cllrs Adams, Purcell and T Whipp
45	05/07/22 Street nameplates	J Kelly (EG)	£400	£0	£400	£0	£400	Allocated by Cllrs Adams, Purcell and T Whipp
46	11/10/22 Barnoldswick Interchange public realm scheme	S Whalley (EG)	£2,387	£0	£2,387	£625	£1,762	Allocated by Cllrs Church, Purcell and T Whipp (£10,500 allocated on 11/10/22 with £2,387 left to spend)
47	09/05/23 Premises Improvement Grants	D McCarthy (EG)	£0	£3,000	£3,000	£0	£3,000	
48	09/05/23 Purchase of new instruments	Barnoldswick Band	£0	£1,500	£1,500	£1,500	£0	
49	06/06/23 Footpath improvements to Barnoldswick Church Primary School	S Whalley (EG)	£0	£500	£500	£0	£500	
	Subtotal Barnoldswick		£3,827.00	£5,000.00	£8,827.00	£2,356.00	£6,471.00	
	Un-allocated Funds Barnoldswick		£0.00	£10,880.41	£10,880.41		£10,880.41	
	Total Funds Available 23/24 Barnoldswick		£3,827.00	£15,880.41	£19,707.41	£2,356.00	£17,351.41	

Barnoldswick 2023/24 allocations per electorate:

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Barnoldswick	6606	50.43%	£15,880.41	£5,000.00	£10,880.41

West Craven Committee Commitments for Earby 2023/24

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
2	12/05/15 & 07/07/20 & 05/07/22 & 09/05/23 Premises improvement grant scheme – Earby	D McCarthy (PEDRS)	£2,587	£413	£3,000	£0	£3,000	Allocated by Cllrs Carroll, Goulthorp and D Whipp
17	10/05/22 Victoria Road reflagging scheme	S Whalley (HHE)	£15,000	£0	£15,000	£0	£15,000	Allocated by Cllrs Carroll, Goulthorp and D Whipp
18	05/07/22 Dog waste/litter bins	J Lord (ES)	£600	£0	£600	£0	£600	Allocated by Cllrs Carroll, Goulthorp and D Whipp
19	05/07/22 Street nameplates	J Kelly (HHE)	£400	£0	£400	£0	£400	Allocated by Cllrs Carroll, Goulthorp and D Whipp
22	03/01/23 Consideration of the Government's Frequently Flooded Allowance Programme for Earby	S Whalley (HHE)	£300	£0	£300	£0	£300	Allocated by Cllrs Carroll, Goulthorp and D Whipp
23	31/10/23 New projector	Earby & District History Society	£0	£649	£649	£0	£649	
	Subtotal Earby		£18,887.00	£1,062.00	£19,949.00	£0.00	£19,949.00	
	Un-allocated Funds Earby		£0.00	£6,810.50	£6,810.50		£6,810.50	
	Total Funds Available 23/24 Earby and Coates		£18,887.00	£7,872.50	£26,759.50	£0.00	£26,759.50	

Earby 2023/24 allocations per electorate:

Area	Electorate	Percentage	Budget/uncommitted 2022/23 balance	Allocated to date	Allocation remaining
Earby	3278	25%	£7,872.50	£413.00	£7,459.50

West Craven Committee Commitments for Coates 2023/24

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	None to date		£0	£0	£0	£0	£0	
	Subtotal Coates		£0.00	£0.00	£0.00	£0.00	£0.00	
	Un-allocated Funds Coates		£0.00	£4,140.94	£4,140.94		£4,410.94	
	Total Funds Available 23/24 Coates		£0.00	£4,140.94	£4,140.94	£0.00	£4,410.94	

Coates 2023/24 allocations per electorate:

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Coates	1722	13.15%	£4,140.94	£0	£4,140.94

West Craven Committee Commitments for Kelbrook & Sough 2023/24

Appendix 4

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	04/07/23 Upgrade of changing rooms	Kelbrook Phoenix FC	£0	£850	£850	£850	£0	
	Subtotal Kelbrook & Sough		£0.00	£850.00	£850.00	£850.00	£0.00	
	Un-allocated Funds Kelbrook & Sough		£0.00	£1,007.90	£1,007.90		£1,007.90	
	Total Funds Available 23/24 Kelbrook & Sough		£0.00	£1,857.90	£1,857.90	£850.00	£1,007.90	

Kelbrook & Sough 2023/24 allocations per electorate:

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Kelbrook & Sough	773	5.9%	£1,857.90	£850.00	£1,007.90

West Craven Committee Commitments for Salterforth 2023/24

Appendix 5

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	None to date		£0	£0	£0	£0	£0	
	Subtotal Salterforth		£0.00	£0.00	£0.00	£0.00	£0.00	
	Un-allocated Funds Salterforth		£0.00	£1,738.25	£1,738.25		£1,738.25	
	Total Funds Available 23/24 Salterforth		£0.00	£1,738.25	£1,738.25	£0.00	£1,738.25	

Salterforth 2023/24 allocations per electorate:

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Salterforth	721	5.52%	£1,738.25	£0	£1,738.25

(FORM B: EXTERNAL BID)

**BID FOR FUNDING FROM AREA COMMITTEE BUDGET
PRO FORMA**

1. **Project title:** Kelbrook & Sough Village Hall – Installation of Solar Panels
2. **Bid submitted by:** Philip Steven Wood – Secretary & Publicity Manager
Kelbrook & Sough Village Hall
3. **On behalf of (please include contact details):** Kelbrook & Sough Village Hall
Management Committee. My Contact details are: tel: 01282 843324, mobile
07875 080994
4.
 - a) **Does your organisation have a constitution?** Yes
 - b) **Does it have a board of governors/directors or a committee
that oversees its work?** Yes
 - c) **Does your organisation have its own bank account?** Yes
 - d) **How many signatures are required to authorise a payment from your
bank account?** Two
5. **Is your organisation VAT-registered?*** No
6. **Amount requested:** £440
7. **Total amount of project:** £17,512
8. **Is there match funding for the project from elsewhere?**
If so, please give details: Yes:
 - a) National Lottery Awards for All – A application for the sum of £12,000 will
be submitted.
 - b) Lancashire Environment Fund (LEF) – An Expression of Interest for a
grant of £4,000 will be submitted. Note: If successful, the monies from the
Area Committee application will be used to fund the Third Party
Contribution which is a mandatory requirement for the LEF application.
There is also a requirement to ensure that no unique benefits arise from
this funding and to that end a signature would be required from yourselves
on the LCF Unique Benefits Statement attached.
9. **Brief details of project:** To fit solar panels to the East & West aspects of the
pitched roof over the annex building in line with our improvement plan, copy
attached. Batteries will also be incorporated into the system enabling the
electricity generated to be used when cloudy and during the hours of darkness
which is when most activities within the Hall take place.
10. **Main outcomes to be achieved:** The fitment of the proposed system will
increase the Green credentials of the Village Hall and reduce its carbon

footprint by an estimated 1,030kg of CO₂ per year, year on year. This is equivalent to the planting of 47 trees.

In addition, the electricity bills will be reduced enabling the money thus saved to contribute to the upkeep of this community resource and also to enhance the facilities available from this public amenity.

11. When will project be implemented?

Start Date: After 10th July 2024 which is when the outcome of the funding application to Lancashire Environment Fund will be known

Expected Completion Date: End of September 2024

12. Who will undertake the project works? We have obtained four quotations for this work and our favoured supplier is Abacus Energy Solutions. The quote is £17,512 including VAT

13. Are there long-term revenue consequences and how will these be funded?

There are no long-term revenue consequences associated with this project

****Please note that grants inclusive of VAT will only be awarded where the organisation is not VAT-registered and is unable to reclaim VAT***

(FORM B: EXTERNAL BID)

**BID FOR FUNDING FROM AREA COMMITTEE BUDGET
PRO FORMA**

1. **Project title:** New boiler
2. **Bid submitted by:** Hillary Jackson, Treasurer
3. **On behalf of (please include contact details):** Earby & Kelbrook Senior Citizens
4.
 - a) **Does your organisation have a constitution?** Yes
 - b) **Does it have a board of governors/directors or a committee that oversees its work?** Yes
 - c) **Does your organisation have its own bank account?** Yes
 - d) **How many signatures are required to authorise a payment from your bank account?** Two
5. **Is your organisation VAT-registered?*** No
6. **Amount requested:** £1,500
7. **Total amount of project:** £3,000
8. **Is there match funding for the project from elsewhere?**
If so, please give details: Yes: Earby & Kelbrook Senior Citizens own funds
9. **Brief details of project:** New boiler for building
10. **Main outcomes to be achieved:** Lower fuel costs
11. **When will project be implemented?**
Start Date: ASAP
Expected Completion Date:
12. **Who will undertake the project works?** John Pick, Plumber
13. **Are there long-term revenue consequences and how will these be funded?**
N/A

****Please note that grants inclusive of VAT will only be awarded where the organisation is not VAT-registered and is unable to reclaim VAT***